



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 509TH BOMB WING (AFGSC)
WHITEMAN AIR FORCE BASE, MISSOURI

13 November 2013

MEMORANDUM FOR WHITEMAN AIR FORCE BASE PERSONNEL

FROM: 509 BW/CC

SUBJECT: Policy Regarding Foreign National Access to Whiteman Air Force Base

1. Reference: Air Force Instruction 31-101, *Security Integrated Defense*
2. Effective immediately, foreign nationals sponsored onto Whiteman Air Force Base must be vetted and approved pursuant to this memorandum prior to being granted base access. Permission for a foreign national to enter the base should never be granted on the basis of convenience, regardless of the foreign national's rank, position, or status.
3. To the extent this policy conflicts with any previously issued Whiteman Air Force Base policy, this policy controls. For purposes of this policy, the term "foreign national" refers to any person who is not a U.S. citizen, other than a member of the U.S. Armed Forces (including military retirees and reserve component personnel), a U.S. military dependent registered in DEERS, or a U.S. government employee.
4. All foreign nationals desiring base access must have a sponsor. A sponsor must be a member of the U.S. Armed Forces (including military retirees and reserve component personnel), a U.S. military dependent, or a U.S. government employee, and otherwise eligible to sponsor personnel onto Whiteman Air Force Base.
5. At least fourteen days in advance of the desired date of admission onto base, a foreign national's sponsor must complete the *Request for Foreign National Access to Whiteman Air Force Base* application (Attachment 1). Along with the application they must provide photocopies of at least two of the foreign national's original government identification (e.g., visa, passport, driver's license, etc.) to Security Forces (SF) personnel at the Visitor's Center. SF personnel shall first inspect the forms of identification to ensure they are valid and not expired. SF personnel will then digitally scan the photocopies of the government identification and provide the scanned identifications with the signed application to the Office of Special Investigations (OSI) for processing and review. OSI review will be governed by applicable OSI guidance.
6. If the OSI review identifies information of concern regarding a foreign national who requests base access, OSI shall inform the 509 BW/CC. The application package will be annotated as "BW/CC notified of issues", signed and returned to SF for routing to the BW/CC for determination. The case will then be processed individually by all agencies concerned based on the facts and circumstances. The 509 BW/CC will make the final determination whether the foreign national will be permitted to enter Whiteman AFB. Determinations to deny access to the installation are final.

TO DETER AND ASSURE

7. If OSI does not identify any information of concern regarding the foreign national, OSI shall annotate "No Issues" on the application package, sign the application and return it to SF. SF will then forward the package to the BW/CC for final determination.
8. Once the 509 BW/CC has made a determination, SF personnel will then notify the sponsor of the decision. If the visit is approved, the sponsor may bring the individual(s) to the visitor center for processing on the date(s) approved on the application. Upon arrival at the visitor center, the foreign national's sponsor must present the two original forms of government identification matching those on the application to SF personnel. If the application has been approved and the identification matches the application, the visitor can be issued a Defense Biometric Identification System visitor pass for the duration indicated on the application.
9. All activities and actions of foreign nationals are the direct responsibility of the sponsor, including areas they travel while on the installation. Sponsors shall provide direct guidance and supervision over their guests at all times and will be held accountable for the actions of foreign nationals they sponsor onto Whiteman AFB.
10. 509 BW/CC shall be the approval authority for all requests for access by foreign nationals. The 509 BW/CC retains the right to approve/disapprove deviations or exceptions to this policy. In the commander's absence, 509 BW/CV and 509 MSG/CC may approve access requests.
11. My point of contact for this policy is Mr. Donald MacMillan, 509 SFS/S5, who can be reached at 660-687-6688.

THOMAS A. BUSSIERE
Brigadier General, USAF
Commander

Attachment:
Request for Foreign National Access to Whiteman Air Force Base